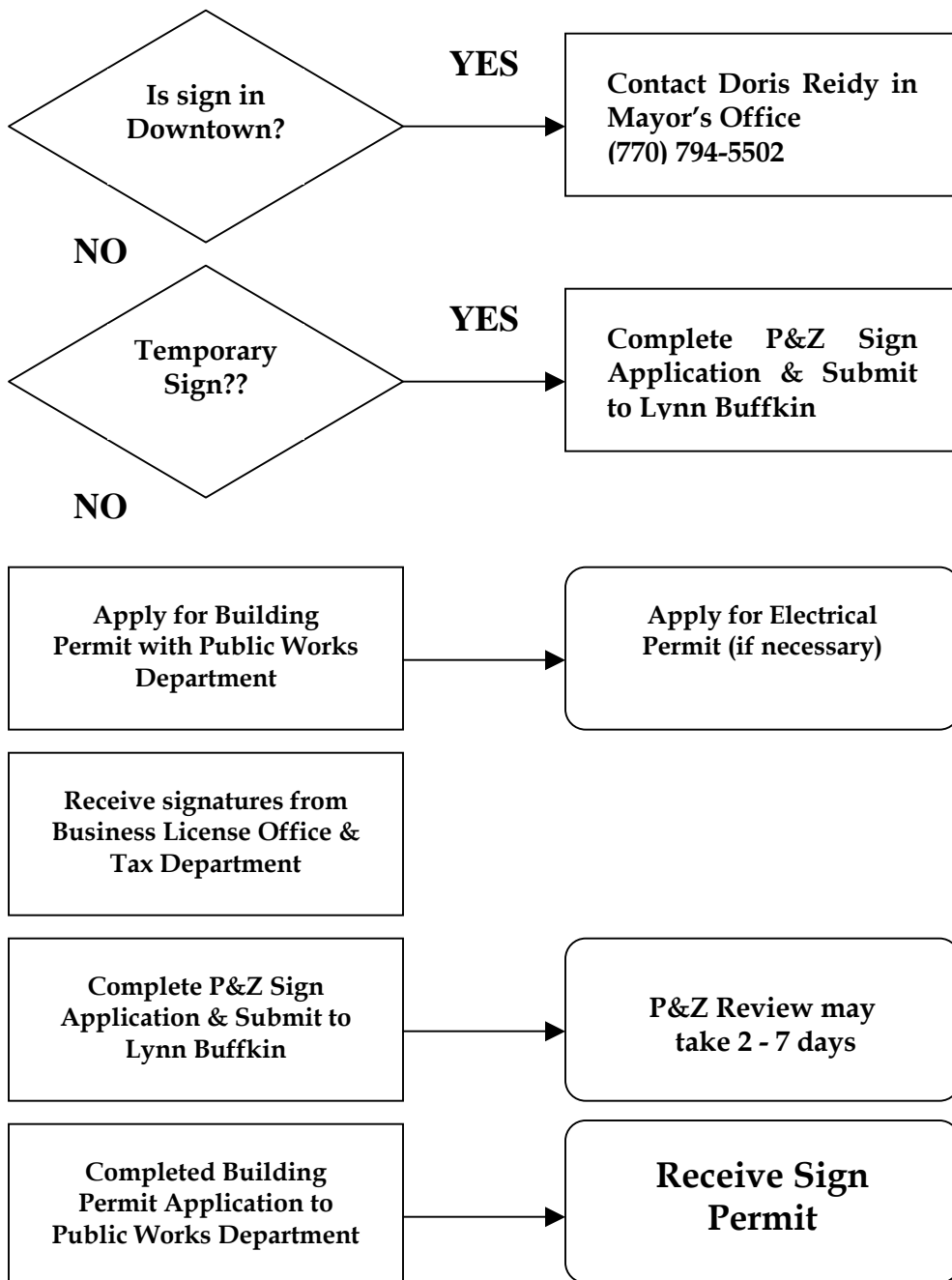


Application Packet: Sign Permits

Process Flowchart



Contacts:

Public Works Department
Planning & Zoning Division

Carol Jones: (770) 794-5659
Lynn Buffkin: (770) 794-5671

Planning & Zoning Division: Application Checklist

The Planning and Zoning Division will accept sign permit applications from individuals and will require approximately 2 to 7 business days to perform necessary analysis and perform site visits. The following information will be required in order to process a sign permit application per section 714 of The City Code of Marietta. Applications will not be accepted if they are not complete.

Temporary Signs (Banner and Seasonal)

Permit Fee: \$25.00 for each 30 days (maximum 60 days in a year)

1. Completed sign permit application _____
2. Business License verification for business operating at location _____
3. Schematic Drawing of Sign(s) which includes the total square footage of the building face and dimensions of sign. *(All Banners must be placed on a building face).* _____
4. Schematic Drawing of Inflatable, which includes total height of the device above the roof (All inflatables must get fire approval). _____

Permanent Signs (Attached and Detached)

1. Completed P&Z sign permit application (Attached and Detached) _____
2. Sign Elevation Plan including colors and materials to be used (Attached and Detached) _____
3. A Site/Survey Plan that includes scaled drawings which details the location of any structure on the lot upon which the sign is to be attached or erected, Right-of-way width, and the exact position of the sign in relation to nearby Buildings or structures and to nearby streets. (Detached) _____
4. Scaled building elevation plans that detail the size of the building face and the location of the sign on the structure. (Attached). _____
5. Electrical and/or Building Permits (Attached and Detached) _____
6. Copy of approval letter from The Marietta Historic Board of Review (All signs in Downtown Marietta Historic/Sign Districts) _____
7. Copy of approved GDOT permit (General advertising signs only) _____
8. Business License verification for business operating at location _____

Sign Panel Replacement

1. Completed P&Z sign permit application _____
2. Sign Elevation Plan including colors and materials to be used _____
3. Electrical and/or Building Permits _____
4. Picture(s) of existing sign _____



Department of Development Services
205 Lawrence Street
Marietta, Georgia 30060
Brian Binzer, AICP, Director

Sign Permit Application

PART ONE - GENERAL INFORMATION

Name of Tenant/Business/Project: _____

Sign Location Address: _____ Phone: _____

Installer/Contractor Name: _____ Phone: _____

Name of Property Owner: _____

Address: _____ Phone: _____

Name of Sign Owner (*if different from Property Owner*): _____

Address: _____ Phone: _____

- **INCOMPLETE SIGN PERMIT APPLICATIONS WILL NOT BE ACCEPTED**
- **BUILDING PERMITS ARE REQUIRED FOR ALL DETACHED AND ATTACHED SIGNS**
- **PROCESSING MAY REQUIRE 2 TO 7 BUSINESS DAYS TO PERFORM NECESSARY ANALYSIS AND PERFORM SITE VISITS.**

PART TWO - TYPE OF SIGN

Free-standing (detached)	Attached	Temporary
<input type="checkbox"/> Billboard <input type="checkbox"/> Monument <input type="checkbox"/> Nostalgic <input type="checkbox"/> Sign Panel <input type="checkbox"/> Replacement	<input type="checkbox"/> Awning <input type="checkbox"/> Painted <input type="checkbox"/> Projecting <input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Under canopy	<input type="checkbox"/> Banner <input type="checkbox"/> Seasonal <input type="checkbox"/> Inflatable

PART THREE - SIGN DATA

Is the proposed location within the Downtown Marietta Historic District? YES NO

Is the proposed sign a panel replacement of an existing sign structure? YES NO

Estimated value of sign _____ Height of sign/structure (Detached) (ft.) _____

Area of sign face (sq. ft.) _____ Area of structure (Detached) (sq. ft.) _____

If sign is located on building, total area of building face (sq. ft.) _____

Will the sign be electrified? YES NO Electrical Permit Number _____
Building Permit Number _____

Where will sign(s) be located? _____

List all other signs located on the same parcel (type and size)

PART FOUR - ACKNOWLEDGEMENT

I, _____, hereby affirm that the information supplied on this application is correct and if found to be incorrect that any permit issued pursuant to this application may be void. I further affirm that I will comply fully with the provisions of the sign code and any variances granted for the sign permits issued pursuant to the information contained in this application.

Applicant's Signature

Date

PART FIVE - FOR STAFF USE ONLY

Footing Plan attached?	YES	NO	Permit Fee	_____
Engineering stamp?	YES	NO	Reviewer	_____
Site Plan attached?	YES	NO	District/Land Lot/Parcel	_____
Schematic attached?	YES	NO	Date of MHBR approval	_____
			Date of Site Inspection	_____